

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

The Northeast Mental Health Center is seeking a highly qualified Bilingual Spanish-speaking individual to manage our reception area. This individual must possess the ability to function in a fast-paced working environment.

EXAMPLES OF DUTIES:

- Answering questions from the public on the telephone and in person in regards to clinic's policies and procedures with respect and courtesy
- Making, rescheduling, and canceling doctor's appointments
- Receiving and logging payments from clients. Making deposits as appropriate
- Having a strong knowledge of computer programs: Word, Excel, Outlook, Power Point, Integrated System (IS)
- Data entry of staff's Units of Service
- Keeping the waiting room neat and orderly

DESIRABLE QUALIFICATIONS

- Bilingual Spanish speaking
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Have strong verbal and written communication skills
- Being highly motivated
- Ability to work independently and as a team player
- Having excellent social skills

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations no later than **July 1, 2011**, to:

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